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### **Appendix A: Survey Methodology**

# Guide to Occupational Summaries

OES Code: Corresponds with Description of Occupation below.

## Description of Occupation

Descriptions are taken from the Occupational Employment Statistics (OES) Dictionary, published by the U.S. Department of Labor. These descriptions provide a direct relationship to Occupational Employment Projections data produced by the Employment Development Department.

## Wages/Benefits

### Wages

Obtained from employer surveys, extreme wage responses, not representative of most employers, are omitted. Ranges reported are representative of most employers reporting. Results, including the range and the median, are reported for three levels of skill and experience defined as follows:

**New hires, no experience:** Persons trained or otherwise qualified, but with no paid experience in the occupation.

**New hires, experienced:** Experienced persons, or persons at the journey-level, but just starting at the firm.

**3+ yrs experience with firm:** Experienced persons, or persons at the journey-level, with at least 3 years experience at the firm.

A separate union wage scale is used when union employment exceeds 20% of an occupations total employment. It is also used when union and non-union wages differ by more than 10%.

Wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another. Wage information is not intended to represent official prevailing wages.

### Hours and Benefits Offered

This data is obtained from employer surveys. Refer to Key Terms along lower left corner of the page for corresponding percentage value of the terms **Almost All**, **Most**, **Many**, **Some** and **Few** used throughout this section and others.

As an example regarding benefits, "7/15" should be read as "7 out of 15 employers responding to the benefits question offer the specified benefit."

## Supply/Demand Assessment

Obtained from employer survey results, the following terms refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation:

**Very Difficult** = Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

**Somewhat Difficult** = Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

**A Little Difficult** = Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.

**Not Difficult** = Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

When vacancy information is presented, key terms are applied.

## Education/Training/Experience

This section presents the amount and kind of education, work experience, training and skills required or preferred by surveyed employers. Key terms are applied.

## Employment Trends/Size

Information for employment levels over the next three years was obtained from employer surveys. Key terms are applied.

### **EDD Occupational Projections**

The term (small, medium, large or very large) used to describe the size of a particular occupation refers to its estimated number of workers in the county. Occupational size in Humboldt County is measured using the following scale:

**Small** = less than 68

**Medium** = 68 - 136

**Large** = 137 - 295

**Very Large** = 296 and above

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%

# *Guide to Occupational Summaries*

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## **Recruitment Methods**

This data is obtained from employer surveys, and presented in ratios similar to that of the benefits section. Therefore, "9/12" should be read as, "9 out of 12 employers responding to this question use the specified method as one of their primary recruitment methods."

## **Occupational Mobility**

Data in this section is also obtained from employer surveys. Key terms are applied. It should be kept in mind that the possibility of promotion and advancement varies considerably between employers.

## **Training Opportunities**

When applicable, possible training programs offered within Humboldt County are listed. A more detailed description of these programs can be obtained from the Vocational Training Directory published by the Private Industry Council of Humboldt Council, or by contacting the schools or associations directly.

## **Where The Jobs Are**

Compiled from EDD's projected Humboldt County employment data. Larger employing industries are presented, along with their SIC codes (taken from the Standard Industrial Classification System).

## **DOT Code(s) and Title(s)**

The Dictionary of Occupational Titles(DOT) uses a more detailed classification system than does the OES system. However, each OES defined occupation can be matched to a number of related DOT defined occupations. This section includes some of the more sizeable DOT occupations associated with the OES occupations surveyed.

## **Additional Information**

**Unions:** Union percentages are based on employer surveys. Key terms are applied.

**Occupational Outlook Handbook:** Published by the Bureau of Labor Statistics, contains further information on each occupation.

**CA Occupational Guide:** Further information on each occupation can also be found in these guides published by EDD.



# Automotive Mechanics

OES Code: 853020

15 Employers Responding, 98 Jobs Represented

## Description of Occupation

Automotive Mechanics adjust, repair and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics or Front-end Mechanics. Please do not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists and Electrical Systems Specialists.

## Wages/Benefits

	Range	Median
<b>New hires, no experience:</b>	\$ 6.00 - 8.75	\$ 6.75
<b>New hires, experienced:</b>	\$ 6.00 - 18.00	\$ 11.00
<b>3+ yrs experience with firm:</b>	\$ 7.25 - 18.70	\$ 14.70

(Union firms pay at top end of wage range. Few firms pay commission.)

### Hours

Almost all employment is full time, averaging 40 hours per week.

### Benefits Offered

	Full Time
<b>Medical Insurance:</b>	12/13
<b>Dental Insurance:</b>	10/13
<b>Vision Insurance:</b>	3/13
<b>Life Insurance:</b>	8/13
<b>Paid Sick Leave:</b>	1/13
<b>Paid Vacation:</b>	13/13
<b>Retirement Plan:</b>	6/13
<b>Child Care:</b>	0/13

## Supply/Demand Assessment

Employer demand is somewhat greater than the supply of experienced and inexperienced qualified applicants. Employers may have some difficulty finding qualified applicants at times. Last year, 28 positions were filled due to vacancies. Most vacancies were due to employees leaving.

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed high school or the equivalent and some firms report completion of some college, but no degree.

### Work Experience and Training

Most employers always require previous automotive mechanic work experience. Of the 12 firms reporting, 17 months of experience was the average. Almost all employers will sometimes accept an average of 17 months of training as a substitute for work experience. Many employers seek knowledge of computerized systems and/or electronics skills. Some employers seek ASE certification.

## Skills

### Technical:

Ability to operate electronic automotive diagnostic equipment  
Ability to repair brakes, vehicle heaters and air conditioners, carburetors, emission controls, fuel injection systems  
Ability to implement safe work practices  
Ability to tune up engines  
Arc welding skills, gas welding skills  
Front end alignment skills  
Certified as a Smog Control Mechanic  
Possession of a Brake Check Certificate  
Certified in Auto Service Excellence (ASE)  
Certified in auto air conditioning maintenance and repair  
Possession of a valid driver's license

### Physical:

Good eye-hand coordination  
Ability to work in awkward positions  
Ability to stand continuously for 2 or more hours  
Ability to sit continuously for 2 or more hours  
Ability to lift at least 50-100 lbs. continuously

### Personal:

Willingness to work with close supervision  
Ability to work independently  
Possession of a good DMV driving record

### Basic:

Basic math skills  
Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%

# Automotive Mechanics

## Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting growth.

### EDD Occupational Projections

**Size, 1995:** 351 (very large)

**Growth Rate, 1992-1999:** 1.35% (faster than average)

## DOT Code(s) and Title(s)

620.261-010	Automobile Mechanic
620.261-034	Automotive Mechanic, Cooling Systems
620.261-012	Automotive Mechanic, Apprentice
620.281-038	Front End Mechanic
620.281-026	Brake Repairer
620.281-066	Tune-Up Mechanic

## Recruitment Methods

	# of Firms
Employee Referrals:	14/15
Newspaper Ads:	14/15
Private Employment Agencies:	2/15
Hire Unsolicited Applicants:	4/15
In-house Promotion or Transfer:	5/15
Public School or Program Referral:	3/15
Private School Referrals:	2/15
Employment Development Department:	3/15
Union Hall Referrals:	2/15

## Additional Information

**Unions:** Almost all employees are not union members (87% of those surveyed), some are union members (13%).

**Occupational Outlook Handbook:** p. 338

**CA Occupational Guide:** # 24

## Occupational Mobility

Most employers surveyed offer promotional opportunities, often to supervisory mechanic positions.

## Training Opportunities

**College of the Redwoods**  
Automotive Technology

**Humboldt Regional Occupational Program**  
Automotive Technology

**Apprenticeship**  
Humboldt Automotive & Machinist JAC

## Where The Jobs Are

	SIC	Percent
New and Used Car Dealers	5511	26.6%
Gasoline Service Stations	5541	16.1%
General Automotive Repair Shops	7538	15.8%



# Bakers - Bread and Pastry

OES Code: 650210

10 Employers Responding/71 Jobs Represented

## Description of Occupation

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

## Wages/Benefits

	Range	Median
New hires, no experience:	\$ 4.25 - 6.50	\$ 5.00
New hires, experienced:	\$ 5.25 - 8.00	\$ 6.25
3+ yrs experience with firm:	\$ 5.75 - 10.24	\$ 7.50

### Hours

Most employment is full time, averaging 40 hours per week. There are many part time opportunities, averaging 25 hours per week.

### Benefits Offered

	Full Time	Part Time
Medical Insurance:	5/5	1/5
Dental Insurance:	5/5	1/5
Vision Insurance:	4/5	1/5
Life Insurance:	5/5	1/5
Paid Sick Leave:	4/5	1/5
Paid Vacation:	4/5	1/5
Retirement Plan:	4/5	2/5
Child Care:	0/5	0/5

## Supply/Demand Assessment

Employer demand is somewhat greater than the supply of experienced and inexperienced qualified applicants. Employers may have some difficulty finding qualified applicants at times. Last year, 16 positions were filled due to vacancies. Most vacancies were due to employees leaving, and some were due to new positions resulting from growth.

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed high school or the equivalent and many firms report completion of some college, but no degree.

### Work Experience and Training

Most employers sometimes require previous baker work experience. Of the 10 firms reporting, 9 months of experience was the average. Many employers will sometimes accept an average of 14 months of training as a substitute for work experience. Some employers seek knowledge of baking machinery, cake decorating and/or low-fat and non-fat products. Some employers seek word processing skills.

## Skills

### Technical:

Mastery of baking equipment  
Pastry making skills  
Pastry decorating skills

### Physical:

Pass a pre-employment medical examination  
Ability to stand continuously for 2 or more hours  
Ability to lift at least 25 lbs. repeatedly

### Personal:

Willingness to work with close supervision  
Ability to work independently  
Ability to work under pressure

### Basic:

Basic math skills  
Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

## Employment Trends/Size

Most employers expect employment levels to grow over the next three years, with many expecting to remain stable.

### EDD Occupational Projections

Size, 1995: 93 (medium)

Growth Rate, 1992-1999: 3.32% (much faster than average)

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%

# *Bakers - Bread and Pastry*

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## **Recruitment Methods**

	<b># of Firms</b>
Employee Referrals:	6/10
Newspaper Ads:	7/10
Private Employment Agencies:	1/10
Hire Unsolicited Applicants:	5/10
In-house Promotion or Transfer:	6/10
Public School or Program Referral:	1/10
Private School Referrals:	0/10
Employment Development Department:	5/10
Union Hall Referrals:	0/10

## **Occupational Mobility**

Most employers surveyed offer promotional opportunities, often to management positions.

## **Training Opportunities**

**Humboldt Regional Occupational Program**  
Restaurant Occupations

## **Where The Jobs Are**

	<b>SIC</b>	<b>Percent</b>
Retail Bakeries	5461	45.3%
Eating Places	5812	26.4%
Grocery Stores	5411	23.6%

## **DOT Code(s) and Title(s)**

313.381-010	Baker
313.361-038	Pie Maker
313.381-026	Cook, Pastry

## **Additional Information**

**Unions:** All employees in survey are non-union.

**Occupational Outlook Handbook:** p. 304

**CA Occupational Guide:** # 330



# Bookkeeping, Accounting, Auditing Clerks

OES Code: 553380

16 Employers Responding, 38 Jobs Represented

## Description of Occupation

Bookkeeping, Accounting and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations and postings pertaining to business transactions recorded by other workers. Please do not include individuals whose primary duty is operating special office members.

## Wages/Benefits

	Range	Median
<b>New hires, no experience:</b>	\$ 5.00 - 11.03	\$ 6.00
<b>New hires, experienced:</b>	\$ 6.00 - 11.99	\$ 8.60
<b>3+yrs experience with firm:</b>	\$ 7.00 - 14.38	\$10.22

(Union wages are not significantly different.)

### Hours

Almost all employment is full time, averaging 40 hours per week. There are few part time opportunities available, averaging 19 hours per week.

### Benefits Offered

	Full Time	Part Time
<b>Medical Insurance:</b>	14/16	2/16
<b>Dental Insurance:</b>	12/16	2/16
<b>Vision Insurance:</b>	11/16	2/16
<b>Life Insurance:</b>	9/16	2/16
<b>Paid Sick Leave:</b>	10/16	5/16
<b>Paid Vacation:</b>	15/16	5/16
<b>Retirement Plan:</b>	8/16	4/16
<b>Child Care:</b>	1/16	1/16

## Supply/Demand Assessment

Employer demand is somewhat greater than the supply of experienced and inexperienced qualified applicants. Employers may have some difficulty finding qualified applicants at times.

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed high school or the equivalent, many firms report completion of some college but no degree, few firms reports completion of an Associate degree and some firms report completion of a Bachelor degree.

### Work Experience and Training

Most employers always require previous bookkeeping, accounting or related work experience. Of the 16 firms responding, 26 months of experience was the average. Most employers will sometimes accept an average of 12 months of training as a substitute for work experience. Almost all employers seek word processing skills, most seek spreadsheet skills and many seek database skills. Also, traditional skills such as manual bookkeeping are being replaced by computer skills.

## Skills

### Technical:

Accounting skills  
Ability to conduct an audit  
Bookkeeping skills  
Ability to operate 10-key adding machine by touch  
Payroll processing skills  
Bondable  
Ability to use spreadsheet, wordprocessing and database software  
Telephone answering skills  
Ability to write effectively

### Personal:

Ability to perform routine, repetitive work  
Willingness to work with close supervision  
Ability to pay attention to detail  
Public contact skills

Ability to work independently

### Basic:

Basic math skills  
Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%



# Bookkeeping, Accounting, Auditing Clerks

## Employment Trends/Size

Almost all employers expect employment levels to remain stable over the next three years, with 1 firm expecting growth.

### EDD Occupational Projections

**Size, 1995:** 889 (very large)

**Growth Rate, 1992-1999:** 0.2% (slower than average)

## Recruitment Methods

	# of Firms
Employee Referrals:	7/16
Newspaper Ads:	11/16
Private Employment Agencies:	4/16
Hire Unsolicited Applicants:	1/16
In-house Promotion or Transfer:	7/16
Public School or Program Referral:	3/16
Private School Referrals:	1/16
Employment Development Department:	6/16
Union Hall Referrals:	0/16
Other Publications:	1/16

## Occupational Mobility

Most employers surveyed offer promotional opportunities, often to higher level positions within bookkeeping and accounting.

## Training Opportunities

### Eureka Adult School

Bookkeeper/Business Classes, Computer Operator/Business Applications-Level II, Computer Operator/Introduction, Computer Operator/Software Applications

### Humboldt Regional Occupational Program

Computer Learning Centers

### Northern Humboldt Adult School

Computers-Introduction, Database/Spreadsheet/Excel, Windows Applications

## Where The Jobs Are

	SIC	Percent
Elementary and Secondary Schools	8211	5.1%
Accounting, Auditing & Bookkeeping	8721	4.5%
Grocery Stores	5411	4.5%
Eating Places	5812	4.2%
Offices & Clinics of Medical Doctors	8011	3.8%
Local Government	9030	3.7%

## DOT Code(s) and Title(s)

210.382-010	Audit Clerk
210.382-014	Bookkeeper I
210.382-046	General Ledger Bookkeeper
216.362-014	Collections Clerk
216.482-010	Accounting Clerk

## Additional Information

**Unions:** Almost all employees are not union members (94% of those surveyed), few are union members (6%).

**Occupational Outlook Handbook:** p. 268

**CA Occupational Guide:** # 82, 86



# Bus and Truck Mechanics, Diesel Engine Specialists

OES Code: 853110

15 Employers Responding/59 Jobs Represented

## Description of Occupation

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses and all types of diesel engines. Please include mechanics working primarily with automobile diesel engines.

## Wages/Benefits

<u>Non-Union Wages</u>	<u>Range</u>	<u>Median</u>
New hires, no experience:	\$ 6.00 - 12.70	\$ 7.00
New hires, experienced:	\$ 6.00 - 16.50	\$ 10.46
3+ yrs experience with firm:	\$ 10.00 - 16.50	\$ 14.00

<u>Union Wages</u>		
New hires, no experience:	\$ 7.73 - 12.00	\$ 10.69
New hires, experienced:	\$ 7.73 - 16.00	\$ 11.81
3+ yrs experience with firm:	\$ 11.05 - 16.00	\$ 12.39

### Hours

Almost all employment is full time, averaging 43 hours per week.

### Benefits Offered

	<u>Full Time</u>
Medical Insurance:	12/13
Dental Insurance:	10/13
Vision Insurance:	10/13
Life Insurance:	9/13
Paid Sick Leave:	3/13
Paid Vacation:	11/13
Retirement Plan:	10/13
Child Care:	1/13

## Supply/Demand Assessment

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times.

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed high school or the equivalent and some firms report completion of some college, but no degree.

### Work Experience and Training

Most employers always require previous bus and truck or diesel mechanic work experience. Of the 11 firms reporting, 21 months of experience was the average. Most employers will sometimes accept an average of 12 months of training as a substitute for work experience. Some employers seek computer diagnosis, electronic and/or emissions skills.

## Skills

### Technical:

Ability to operate electronic automotive diagnostic equipment  
Knowledge of hydraulics

Ability to operate electric testing equipment

Ability to repair diesel engines

Knowledge of basic auto mechanics

Shop math skills

Ability to implement safe work practices

Ability to use hand tools

Welding skills

Possession of a valid Class A driver's license

Possession of a valid Class B driver's license

### Physical:

Ability to lift at least 75lbs. repeatedly

### Personal:

Ability to provide own hand tools

Willingness to work with close supervision

Public contact skills

Ability to work independently

Possession of a good DMV driving record

### Basic:

Basic math skills

Ability to read and follow instructions

Ability to write legibly

Oral communication skills

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%

# *Bus and Truck Mechanics, Diesel Engine Specialists*

## Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting growth.

### EDD Occupational Projections

**Size, 1995:** 94 (medium)

**Growth Rate, 1992-1999:** 0.98% (average)

## DOT Code(s) and Title(s)

625.281-010	Diesel Mechanic
620.281-046	Maintenance Mechanic
620.281-050	Mechanic, Industrial Truck
620.281-058	Tractor Mechanic
625.281-014	Diesel Mechanic Apprentice
625.361-010	Diesel Mechanic Erector

## Recruitment Methods

	# of Firms
Employee Referrals:	6/15
Newspaper Ads:	7/15
Private Employment Agencies:	0/15
Hire Unsolicited Applicants:	3/15
In-house Promotion or Transfer:	5/15
Public School or Program Referral:	3/15
Private School Referrals:	0/15
Employment Development Department:	7/15
Union Hall Referrals:	2/15

## Additional Information

**Unions:** Most employees are not union members (63% of those surveyed), many are union members (37%).

**Occupational Outlook Handbook:** p. 341, 360

**CA Occupational Guide:** # 251

## Occupational Mobility

Most employers surveyed offer promotional opportunities, often to supervisory mechanic positions.

## Training Opportunities

### College of the Redwoods

Diesel Heavy Equipment Technology

### Apprenticeship

No. California Operating Engineers Sub-JAC (Heavy Duty Repairperson)

## Where The Jobs Are

	SIC	Percent
Sawmills and Planting Mills, General	2421	21.2%
Local Trucking, Without Storage	4212	20.2%
Automobiles and Other Motor Vehicle	5012	12.1%
Elementary and Secondary Schools	8211	12.1%



# Cabinetmakers and Bench Carpenters

OES Code: 893110

11 Employers Responding/59 Jobs Represented

## Description of Occupation

Cabinetmakers and Bench Carpenters cut, shape and assemble wooden articles, such as store fixtures, office equipment, cabinets and high grade furniture. They set up and operate a variety of machines, such as power saws, jointers, mortisers, tenoners, molders and shapers to cut and shape parts from wood stock.

## Wages/Benefits

	Range	Median
New hires, no experience:	\$ 5.00 - 7.00	\$ 6.00
New hires, experienced:	\$ 6.50 - 10.00	\$ 8.00
3+ yrs experience with firm:	\$ 8.00 - 14.00	\$ 10.50

### Hours

Almost all employment is full time, averaging 40 hours per week. There are some part time opportunities available, averaging 16 hours per week.

### Benefits Offered

	Full Time	Part Time
Medical Insurance:	4/7	0/7
Dental Insurance:	0/7	0/7
Vision Insurance:	0/7	0/7
Life Insurance:	1/7	0/7
Paid Sick Leave:	2/7	1/7
Paid Vacation:	5/7	1/7
Retirement Plan:	1/7	0/7
Child Care:	0/7	0/7

## Supply/Demand Assessment

Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Last year, 16 positions were filled due to vacancies. Many vacancies were due to new positions created from growth.

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed high school or the equivalent, and some firms report completion of some college, but no degree.

### Work Experience and Training

Most employers always require previous cabinetmaker and bench carpenter or related work experience. Of the 11 employers responding, 16 months of experience was the average. Almost all employers will sometimes accept an average of 16 months of training as a substitute for work experience. Few firms seek knowledge of computer driven and/or CAD/DMD equipment. Few firms seek word processing, spreadsheet and database skills. High school and/or college woodshop is sometimes accepted as training to substitute for work experience.

## Skills

### Technical:

Knowledge of geometry  
Ability to install formica  
Ability to set up woodworking machines  
Shop math skills  
Ability to read blueprints  
Ability to read working drawings  
Cost estimating skills  
Cabinet or furniture design skills  
Finish carpentry skills

### Physical:

Ability to lift at least 50 lbs. repeatedly

### Personal:

Willingness to work with close supervision  
Ability to work independently

### Basic:

Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%

# Cabinetmakers and Bench Carpenters

## Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with many expecting growth.

### EDD Occupational Projections

Size, 1995: 56 (small)

Growth Rate, 1992-1999: -1.48 (slow decline)

## Recruitment Methods

	# of Firms
Employee Referrals:	3/10
Newspaper Ads:	8/10
Private Employment Agencies:	1/10
Hire Unsolicited Applicants:	4/10
In-house Promotion or Transfer:	3/10
Public School or Program Referral:	2/10
Private School Referrals:	0/10
Employment Development Department:	2/10
Union Hall Referrals:	0/10

## Occupational Mobility

Many employers surveyed offer promotional opportunities, often to foreman, sales, and/or estimator positions.

## Training Opportunities

### Northern Humboldt Adult School

Cabinet Making (Introduction)

### Apprenticeship

Mill Cabinet Apprenticeship-Humboldt & Del Norte Carpenters  
JATC

## Where The Jobs Are

	SIC	Percent
Wood Kitchen Cabinets	2434	41.5%
Wood Partitioning and Fixtures	2541	20.8%
Single-Family Housing Construction	1521	17.0%

## DOT Code(s) and Title(s)

660.280-010	Cabinetmaker
660.280-014	Cabinetmaker Apprentice

## Additional Information

**Unions:** All employees surveyed are non-union.

**Occupational Outlook Handbook:** p. 427

**CA Occupational Guide:** # 23



# Carpenters

OES Code: 871020

16 Employers Responding/112 Jobs Represented

## Description of Occupation

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Please do not include cabinetmakers and bench carpenters.

## Wages/Benefits

	Range	Median
New hires, no experience:	\$ 5.50 - 8.00	\$ 7.00
New hires, experienced:	\$ 8.00 - 13.52	\$ 11.50
3+ yrs experience with firm:	\$ 10.00 - 16.00	\$ 13.76

### Hours

Almost all employment is full time, averaging 40 hours per week.

### Benefits Offered

	Full Time	Part Time
Medical Insurance:	8/12	0/12
Dental Insurance:	5/12	0/12
Vision Insurance:	4/12	0/12
Life Insurance:	4/12	0/12
Paid Sick Leave:	0/12	1/12
Paid Vacation:	8/12	1/12
Retirement Plan:	3/12	0/12
Child Care:	1/12	0/12

## Supply/Demand Assessment

Employer demand is somewhat greater than the supply of experienced and inexperienced qualified applicants. Employers may have some difficulty finding qualified applicants at times. Last year, 34 positions were filled due to vacancies. Many vacancies were due to employees leaving, some were temporary positions.

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed high school or the equivalent, and some firms report completion of some college, but no degree.

### Work Experience and Training

Most employers always require previous carpentry or related work experience. Of the 15 firms responding, 21 months of experience was the average. Almost all employers will sometimes accept an average of 20 months training as a substitute for work experience.

## Skills

### Technical:

Shop math skills  
Ability to read blueprints  
Ability to use drafting tools  
Cost estimating skills  
Finish carpentry skills  
Rough carpentry skills  
Drywall installation and repair skills

### Physical:

Ability to climb to high places  
Ability to perform strenuous, physically demanding work  
Possession of agility and coordination  
Ability to lift at least 50 lbs. repeatedly

### Personal:

Ability to provide own hand tools  
Possession of a reliable vehicle  
Willingness to work with close supervision  
Ability to work independently  
Possession of a good DMV driving record

### Basic:

Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%

# Carpenters

## Employment Trends/Size

Almost all employers expect employment levels to remain stable over the next three years, with some expecting growth.

### EDD Occupational Projections

**Size, 1995:** 289 (large)

**Growth Rate, 1992-1999:** 0.63% (slower than average)

## Recruitment Methods

	# of Firms
Employee Referrals:	8/16
Newspaper Ads:	5/16
Private Employment Agencies:	0/16
Hire Unsolicited Applicants:	9/16
In-house Promotion or Transfer:	3/16
Public School or Program Referral:	1/16
Private School Referrals:	1/16
Employment Development Department:	4/16
Union Hall Referrals:	0/16

## Occupational Mobility

Most employers surveyed offer promotional opportunities, often to supervisory carpenter positions.

## Training Opportunities

**College of the Redwoods**  
Construction Technology

**Humboldt Regional Occupational Program**  
Building Trades

**Apprenticeship**  
Humboldt and Del Norte Carpenters JATC

## Where The Jobs Are

	SIC	Percent
Single-Family Housing Construction	1521	63.8%
Nonresidential Construction	1542	7.3%

## DOT Code(s) and Title(s)

860.381-022	Carpenter
860.381-026	Carpenter Apprentice
860.281-010	Carpenter, Maintenance

## Additional Information

**Unions:** All employees in survey are non-union.

**Occupational Outlook Handbook:** p. 369

**CA Occupational Guide:** # 31



# Cashiers

OES Code: 490230

15 Employers Responding, 317 Jobs Represented

## Description of Occupation

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers and change makers.

## Wages/Benefits

	Range	Median
New hires, no experience:	\$ 4.25 - 6.00	\$ 4.50
New hires, experienced:	\$ 4.25 - 6.50	\$ 5.00
3+ yrs experience with firm:	\$ 4.55 - 8.00	\$ 6.00

### Hours

Most employment is part time, averaging 24 hours per week. There are some full time opportunities available, averaging 38 hours per week.

### Benefits Offered

	Full Time	Part Time
Medical Insurance:	4/7	0/7
Dental Insurance:	4/7	0/7
Vision Insurance:	3/7	0/7
Life Insurance:	3/7	0/7
Paid Sick Leave:	2/7	2/7
Paid Vacation:	6/7	2/7
Retirement Plan:	1/7	0/7
Child Care:	0/7	0/7

## Supply/Demand Assessment

Worker supply is somewhat larger than demand for experienced and inexperienced qualified applicants, and applicants may experience competition in job seeking. Last year, 207 positions were filled due to vacancies. Most vacancies were due to temporary/on-call opportunities, some were due to promotions and employees leaving.

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed high school or the equivalent, some firms report completion of some college, but no degree and a few firms report completion of less than high school.

### Work Experience and Training

Many employers never require previous experience as a cashier or clerk. Of the 8 firms responding, 9 months of experience was the average when required. Many employers will usually accept an average of 5 months training as a substitute for work experience. Few employers report basic computer skills are desired.

## Skills

### Technical:

Record keeping skills  
Cash handling skills  
Grocery checking skills  
Ability to follow check cashing procedures  
Bondable

### Physical:

Ability to stand continuously for 2 or more hours

### Personal:

Willingness to work with close supervision  
Public contact skills  
Ability to work independently  
Ability to work under pressure

### Basic:

Basic math skills  
Ability to read and follow directions  
Ability to write legibly  
Oral communication skills

## Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some firms expecting growth.

### EDD Occupational Projections

Size, 1995: 1267 (very large)

Growth Rate, 1992-1999: 1.91% (much faster than average)

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%



## Recruitment Methods

	# of Firms
Employee Referrals:	11/15
Newspaper Ads:	6/15
Private Employment Agencies:	0/15
Hire Unsolicited Applicants:	11/15
In-house Promotion or Transfer:	6/15
Public School or Program Referral:	2/15
Private School Referrals:	0/15
Employment Development Department:	1/15
Union Hall Referrals:	0/15

## Occupational Mobility

Many employers surveyed offer promotional opportunities, generally to management positions.

## Training Opportunities

**Humboldt Regional Occupational Program**  
Marketing and Merchandising

## Where The Jobs Are

	SIC	Percent
Grocery Stores	5411	30.9%
Gasoline Service Stations	5541	14.7%
Eating Places	5812	11.9%

## DOT Code(s) and Title(s)

211.362-010	Cashier I
211.462-010	Cashier II
211.462-014	Cashier-Checker

## Additional Information

**Unions:** All employees in survey are non-union.

**Occupational Outlook Handbook:** p.235

**CA Occupational Guide:** #31



# Child Care Workers

OES Code: 680380

15 Employers Responding, 257 Jobs Represented

## Description of Occupation

Child Care Workers attend children at school, businesses and institutions performing a variety of tasks, such as dressing, feeding, bathing and overseeing play. Please do not include workers whose primary function is to teach in a structured setting.

## Wages/Benefits

	Range	Median
<b>New hires, no experience:</b>	\$ 4.25 - 7.34	\$ 4.54
<b>New hires, experienced:</b>	\$ 4.57 - 7.07	\$ 5.00
<b>3+ yrs experience with firm:</b>	\$ 5.04 - 8.09	\$ 6.75

(Union employers pay at top end of wage scales)

### Hours

Many employees work part time, averaging 17 hours per week. There are some temporary opportunities available, averaging 15 hours per week and some full time opportunities, averaging 38 hours per week.

### Benefits Offered

	Full Time	Part Time
<b>Medical Insurance:</b>	5/9	2/9
<b>Dental Insurance:</b>	5/9	1/9
<b>Vision Insurance:</b>	2/9	1/9
<b>Life Insurance:</b>	3/9	0/9
<b>Paid Sick Leave:</b>	8/9	4/9
<b>Paid Vacation:</b>	8/9	4/9
<b>Retirement Plan:</b>	3/9	2/9
<b>Child Care:</b>	4/9	3/9

## Supply/Demand Assessment

Worker supply is somewhat larger than demand for experienced and inexperienced qualified applicants, and applicants may experience competition in job seeking. Last year, 69 positions were filled due to vacancies. Many vacancies were due to temporary/on-call opportunities and employees leaving, some were due to promotions.

## Education/Training/Experience

### Education

Many firms report most of their recent new hires have completed some college, but have no degree, some firms report completion of an Associate degree, almost all firms report completion of high school or the equivalent, few firms report completion of a Bachelor degree and few firms report completion of less than high school.

### Work Experience and Training

Some employers sometimes require previous child care work experience and some employers always require previous child care work experience. Of the 14 firms responding, 11 months of experience was the average. Most employers will sometimes accept an average of 11 months of training as a substitute for work experience. Many firms require at least 6 Early Childhood Education units. Some seek first aid and CPR training.

## Skills

### Technical:

Knowledge of early childhood development  
Oral reading skills  
Musical skills  
Ability to administer emergency first aid  
Possession of an Early Childhood Development Certificate  
Ability to write effectively

### Physical:

Ability to stand continuously for 2 or more hours  
Ability to lift at least 40lbs. repeatedly

### Personal:

Understanding of a variety of cultures  
Ability to handle crisis situations  
Possession of a clean police record  
Willingness to work with close supervision  
Ability to work independently  
Ability to work under pressure  
Ability to exercise patience

### Basic:

Basic math skills  
Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%

# Child Care Workers

## Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting growth.

### EDD Occupational Projections

**Size, 1995:** 54 (small)

**Growth Rate, 1992-1999:** 1.77% (much faster than average)

## Recruitment Methods

	# of Firms
Employee Referrals:	7/15
Newspaper Ads:	10/15
Private Employment Agencies:	3/15
Hire Unsolicited Applicants:	3/15
In-house Promotion or Transfer:	5/15
Public School or Program Referral:	3/15
Private School Referrals:	2/15
Employment Development Department:	3/15
Union Hall Referrals:	0/15

## Occupational Mobility

Most employers surveyed offer promotional opportunities, often to teacher or director with required education and experience.

## Training Opportunities

**College of the Redwoods**  
Early Childhood Education

**Humboldt Regional Occupational Program**  
Careers with Children

## Where The Jobs Are

	SIC	Percent
Child Day Care Services	8351	41.9%
Physical Fitness Facilities	7991	17.7%
Residential Care	8361	11.3%

## DOT Code(s) and Title(s):

355.674-010	Child Care Attendant, School
359.677-010	Attendant, Children's Institution
359.677-018	Nursery School Attendant
359.677-026	Playroom Attendant

## Additional Information

**Unions:** Few employees are union members (2% of those surveyed), almost all are not (98%).

**Occupational Outlook Handbook:** p. 317, 325

**CA Occupational Guide:** #275



# Guards and Watch Guards

OES Code: 630470

4 Employers Responding/347 Jobs Represented

## Description of Occupation

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

## Wages/Benefits

	Range	Median
New hires, no experience:	\$ 4.65 - 5.25	\$ 5.00
New hires, experienced:	\$ 5.00 - 6.00	\$ 5.50
3+ yrs experience with firm:	\$ 5.25 - 9.00	\$ 7.00

### Hours

Most employment is full time, averaging 40 hours per week. Some employment is part time, averaging 25 hours per week.

### Benefits Offered

	Full Time	Part Time
Medical Insurance:	2/2	1/2
Dental Insurance:	2/2	1/2
Vision Insurance:	2/2	1/2
Life Insurance:	2/2	1/2
Paid Sick Leave:	0/2	1/2
Paid Vacation:	2/2	1/2
Retirement Plan:	2/2	1/2
Child Care:	0/2	0/2

## Supply/Demand Assessment

Demand is considerably greater than supply of experienced, qualified applicants. Employers often cannot find qualified applicants when an opening exists. Demand is somewhat greater than the supply of inexperienced, qualified applicants. Employers may have some difficulty finding inexperienced, qualified applicants at times. Last year, 189 positions were filled due to vacancies. Many vacancies were due to employees leaving, and many were due to new positions resulting from growth.

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed high school or the equivalent, and few firms report completion of a Bachelor degree.

### Work Experience and Training

Almost all employers never require previous work experience. Almost all employers will usually accept an average of 1 month training as a substitute for work experience.

## Skills

### Technical:

Ability to follow security protection procedures  
Ability to administer emergency first aid  
Bondable  
Ability to operate video surveillance equipment  
Ability to use a baton  
Security guard registration (Guard Card)  
Possession of a valid driver's license  
Licensed to carry firearms  
Ability to write effectively

### Physical:

Good vision, hearing  
Good physical condition  
Ability to walk for prolonged periods of time  
Ability to stand or sit continuously for 2 or more hours  
Ability to lift at least 10-50 lbs. repeatedly

### Personal:

Possession of a reliable vehicle  
Possession of a clean police record  
Willingness to work with close supervision  
Public contact skills  
Ability to work independently

### Basic:

Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%

# Guards and Watch Guards

## Employment Trends/Size

All employers surveyed expect employment levels to grow over the next three years.

### EDD Occupational Projections

Size, 1995: 283 (large)

Growth Rate, 1992-1999: 0.98% (average)

## DOT Code(s) and Title(s)

372.667-034	Guard, Security
372.667-030	Gate Guard
376.667-010	Bouncer
372.667-014	Bodyguard

## Additional Information

**Unions:** All employees in survey are non-union.

**Occupational Outlook Handbook:** p. 288

**CA Occupational Guide:** # 75

## Recruitment Methods

	# of Firms
Employee Referrals:	3/4
Newspaper Ads:	3/4
Private Employment Agencies:	0/4
Hire Unsolicited Applicants:	0/4
In-house Promotion or Transfer:	0/4
Public School or Program Referral:	0/4
Private School Referrals:	0/4
Employment Development Department:	4/4
Union Hall Referrals:	0/4

## Occupational Mobility

All employers surveyed offer promotional opportunities, often to supervisory guard or dispatch positions.

## Training Opportunities

**College of the Redwoods**  
Administration of Justice

## Where The Jobs Are

	SIC	Percent
Detective and Armored Car Services	7381	63.0%
Local Government	9030	7.0%
Elementary and Secondary Schools	8211	6.0%



# Human Service Workers

OES Code: 273080

16 Employers Responding/139 Jobs Represented

## Description of Occupation

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Please do not include Residential Counselors or Psychiatric Technicians.

## Wages/Benefits

	Range	Median
New hires, no experience:	\$ 4.50 - 10.00	\$ 6.00
New hires, experienced:	\$ 5.00 - 12.00	\$ 7.38
3+ yrs experience with firm:	\$ 6.63 - 20.00	\$ 9.00

### Hours

Most employees work full time, averaging 38 hours per week. There are some part time opportunities, averaging 28 hours per week, and some temporary/on-call opportunities, averaging 24 hours per week.

### Benefits Offered

	Full Time	Part Time
Medical Insurance:	11/14	5/14
Dental Insurance:	8/14	5/14
Vision Insurance:	2/14	2/14
Life Insurance:	7/14	4/14
Paid Sick Leave:	11/14	8/14
Paid Vacation:	12/14	8/14
Retirement Plan:	2/14	3/14
Child Care:	0/14	0/14

## Supply/Demand Assessment

Worker supply is somewhat larger than demand for experienced and inexperienced qualified applicants, and applicants may experience competition in job seeking. Last year, 46 positions were filled due to vacancies. Most vacancies were due to employees leaving and some were due to new positions created from growth.

## Education/Training/Experience

### Education

Many firms report most of their recent new hires have completed some college, but have no degree. Some firms report completion of an Associate degree, some firms report completion of a Bachelor degree and some firms report completion of a graduate degree. Almost all firms report completion of high school or the equivalent and a few firms report completion of less than high school.

### Work Experience and Training

Most employers always require previous human service or related work experience. Of the 16 firms responding, 14 months of experience was the average. Most employers will sometimes accept an average of 20 months training as a substitute for work experience. Many employers seek word processing skills, as well as coursework in social sciences.

## Skills

### Technical:

Record keeping skills  
Knowledge of geriatrics  
Knowledge of veterans services  
Ability to treat substance abuse  
Knowledge of protective services for children and adults  
Ability to interview others for information  
Food buying skills  
Menu planning skills  
Possession of a valid driver's license  
Ability to write effectively

### Personal:

Understanding of a variety of cultures  
Willingness to work with close supervision  
Ability to work independently

### Basic:

Ability to think logically  
Basic math skills  
Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%

# Human Service Workers

## Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with many expecting growth.

### EDD Occupational Projections

**Size, 1995:** 250 (large)

**Growth Rate, 1992-1999:** 2.81% (much faster than average)

## Additional Information

**Unions:** All employees in survey are non-union.

**Occupational Outlook Handbook:** p. 132

**CA Occupational Guide:** There is no guide available for this particular occupation.

## Recruitment Methods

	# of Firms
Employee Referrals:	8/16
Newspaper Ads:	12/16
Private Employment Agencies:	1/16
Hire Unsolicited Applicants:	3/16
In-house Promotion or Transfer:	11/16
Public School or Program Referral:	4/16
Private School Referrals:	1/16
Employment Development Department:	4/16
Union Hall Referrals:	0/16
Other Publications:	3/16

## Occupational Mobility

Almost all employers offer promotional opportunities, often to supervisory positions.

## Where The Jobs Are

	SIC	Percent
Local Government	9030	53.6%
Individual and Family Services	8322	18.0%
Job Training and Related Services	8331	7.6%

## DOT Code(s) and Title(s)

195.367-010	Case Aide
195.367-014	Management Aide
195.367-018	Community Worker
195.367-022	Food-management Aide
195.367-034	Social-services Aide



# Janitors and Cleaners

OES Code: 670050

15 Employers Responding, 141 Jobs Represented

## Description of Occupation

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass and removing rubbish. They may have additional duties and responsibilities, such as tending furnaces and boilers, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalks. Please do not include Maids and Housekeepers.

## Wages/Benefits

<u>Union Wages</u>	<u>Range</u>	<u>Median</u>
New hires, no experience:	\$ 7.67 - 8.70	\$ 8.00
New hires, experienced:	\$ 8.00 - 10.55	\$ 8.81
3+ yrs experience with firm:	\$ 8.00 - 10.55	\$ 9.56

### Non-Union Wages

New hires, no experience:	\$ 5.00 - 9.20	\$ 7.59
New hires, experienced:	\$ 5.00 - 9.61	\$ 7.84
3+ yrs experience with firm:	\$ 7.00 - 11.30	\$ 9.05

### Hours

Most employment is full time, averaging 40 hours per week. Some employment is part time, averaging 25 hours per week. There are few temporary or on-call opportunities, averaging 25 hours per week.

### Benefits Offered

	<u>Full Time</u>	<u>Part Time</u>
Medical Insurance:	13/14	4/14
Dental Insurance:	13/14	4/14
Vision Insurance:	12/14	4/14
Life Insurance:	4/14	1/14
Paid Sick Leave:	9/14	5/14
Paid Vacation:	13/14	5/14
Retirement Plan:	10/14	2/14
Child Care:	0/14	0/14

## Supply/Demand Assessment

Supply is somewhat greater than demand for experienced and inexperienced qualified applicants. Experienced and inexperienced applicants may experience competition in job seeking. Last year, 54 positions were filled due to vacancies. Many vacancies were due to employees leaving, some were due to temporary/on-call opportunities.

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed high school or the equivalent, 1 firm reports completion of less than high school and 1 firm reports completion of some college, but no degree.

### Work Experience and Training

Some employers usually require previous janitor or custodian work experience. Of the 12 firms responding, 10 months of experience was the average. Many employers will usually accept training as a substitute for work experience.

## Skills

### Technical:

Ability to operate floor polishing equipment  
Understanding of cleaning compounds and solutions  
Lawn and garden care skills  
Window washing skills, painting skills  
Pest extermination skills, carpentry skills  
Ceramic or floor tile repair skills

### Bondable

Ability to shampoo carpets  
Possession of a valid driver's license

### Physical:

Ability to lift at least 100 lbs. repeatedly

### Personal:

Possession of a reliable vehicle  
Willingness to work with close supervision  
Ability to work independently

### Basic:

Basic math skills  
Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%



# Janitors and Cleaners

## Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting growth and some expecting decline.

### EDD Occupational Projections

**Size, 1995:** 623 (very large)

**Growth Rate, 1992-1999:** 0.43% (slower than average)

## Additional Information

**Unions:** Most employees are union members (61% of those surveyed), many are not (39%).

**Occupational Outlook Handbook:** p. 324

**CA Occupational Guide:** #88

## Recruitment Methods

	# of Firms
Employee Referrals:	5/15
Newspaper Ads:	14/15
Private Employment Agencies:	1/15
Hire Unsolicited Applicants:	5/15
In-house Promotion or Transfer:	12/15
Public School or Program Referral:	1/15
Private School Referrals:	1/15
Employment Development Department:	1/15
Union Hall Referrals:	0/15

## Occupational Mobility

Almost all employers surveyed offer promotional opportunities, often to lead custodian and maintenance positions.

## Where The Jobs Are

	SIC	Percent
Elementary and Secondary Schools	8211	23.4%
Building Maintenance Services	7349	11.6%
Colleges and Universities	8221	9.4%
Eating Places	5812	6.0%

## DOT Code(s) and Title(s)

382.664-010	Janitor
381.687-014	Cleaner, Commercial/Institutional
381.687-018	Cleaner, Industrial
389.683-010	Sweeper-Cleaner, Industrial



# Licensed Vocational Nurses

OES Code: 325050

14 Employers Responding/ 103 Jobs Represented

## Description of Occupation

Licensed Vocational Nurses care for ill, injured, convalescent and handicapped persons in hospitals, clinics, private homes, sanitariums and similar institutions.

## Wages/Benefits

	Range	Median
<b>New hires:</b>	\$ 7.50 - 10.10	\$ 9.00
<b>3+ yrs experience with firm:</b>	\$ 9.40 - 12.00	\$ 10.23

(New hires data is combined for new hires, no experience and new hires, experienced, due to no significant differences. Union wages are at top of wage range.)

### Hours

Most employment is full time, averaging 39 hours per week. There are many part time opportunities, averaging 23 hours per week.

### Benefits Offered

	Full Time	Part Time
<b>Medical Insurance:</b>	11/14	6/14
<b>Dental Insurance:</b>	9/14	5/14
<b>Vision Insurance:</b>	7/14	5/14
<b>Life Insurance:</b>	10/14	5/14
<b>Paid Sick Leave:</b>	13/14	7/14
<b>Paid Vacation:</b>	14/14	7/14
<b>Retirement Plan:</b>	10/14	6/14
<b>Child Care:</b>	0/14	0/14

## Supply/Demand Assessment

Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking. Last year, 30 positions were filled due to vacancies. Most vacancies were due to employees leaving.

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hire have completed high school or the equivalent. Most firms report completion of some college, but no degree, and many firms report completion of an Associate degree.

### Work Experience

Some employers always or usually require previous licensed vocational nursing or related experience. Of the 11 firms responding, 12 months of experience was the average. Most employers will sometimes accept an average of 23 months of training as a substitute for work experience, with LVN certification and CA license.

## Skills

### Technical:

Ability to complete and explain insurance forms  
Ability to follow laboratory procedures  
Ability to provide personal services to patients  
Ability to administer an electro-cardiograph (EKG) test  
Record keeping skills  
Ability to administer injections  
Understanding of asepsis  
Blood drawing skills  
Inhalation therapy skills  
Ability to apply transferring techniques moving patients  
Ability to take vital signs  
Ability to detect complications in patients  
Ability to write effectively  
Knowledge of medical terminology

### Personal:

Ability to handle crisis situations  
Willingness to work with close supervision  
Ability to work independently

### Basic:

Basic math skills  
Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%

# Licensed Vocational Nurses

## Employment Trends/Size

Many employers expect employment levels to remain stable over the next three years, with some expecting growth.

### EDD Occupational Projections

**Size, 1995:** 223 (large)

**Growth Rate, 1992-1999:** 1.27% (faster than average)

## Recruitment Methods

	# of Firms
Employee Referrals:	5/14
Newspaper Ads:	13/14
Private Employment Agencies:	0/14
Hire Unsolicited Applicants:	5/14
In-house Promotion or Transfer:	2/14
Public School or Program Referral:	4/14
Private School Referrals:	0/14
Employment Development Department:	2/14
Union Hall Referrals:	0/14

## Occupational Mobility

Most employers surveyed offer promotional opportunities, often to registered nurse with further education and licensing.

## Training Opportunities

**College of the Redwoods**

Licensed Vocational Nursing

## Where The Jobs Are

	SIC	Percent
General Medical and Surgical Hospital	8062	35.4%
Skilled Nursing Care Facilities	8051	20.8%
Nursing and Personal Care, NEC	8059	16.7%
Offices and Clinics of Medical Doctors	8011	12.1%

## DOT Code(s) and Title(s)

079.374-014 Nurse, Licensed Practical

## Additional Information

**Unions:** Few employees are union members (2% of those surveyed), almost all are not (98%).

**Occupational Outlook Handbook:** p. 211

**CA Occupational Guide:** #313



# Medical Assistants

OES Code: 660050

15 Employers Responding, 95 Jobs Represented

## Description of Occupation

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment rooms, inventory supplies and instruments, and set up patients for attention of physicians, and handing instruments and materials to physicians as directed. They may schedule appointments, keep medical records or perform other clerical duties.

## Wages/Benefits

	Range	Median
New hires, no experience:	\$ 5.25 - 10.00	\$ 6.50
New hires, experienced:	\$ 6.00 - 11.00	\$ 7.00
3+ yrs experience with firm:	\$ 7.50 - 13.00	\$ 8.25

### Hours

Most employment is full time, averaging 40 hours per week. There are some part time opportunities, averaging 23 hours per week.

### Benefits Offered

	Full Time	Part Time
Medical Insurance:	12/13	0/13
Dental Insurance:	2/13	0/13
Vision Insurance:	1/13	1/13
Life Insurance:	8/13	0/13
Paid Sick Leave:	13/13	4/13
Paid Vacation:	13/13	4/13
Retirement Plan:	10/13	1/13
Child Care:	1/13	0/13

## Supply/Demand Assessment

Demand is somewhat greater than the supply of experienced, qualified applicants. Employers may have some difficulty finding experienced, qualified applicants at times. Supply is somewhat greater than demand for inexperienced, qualified applicants. Inexperienced, qualified applicants may experience competition in job seeking. Last year, 34 positions were filled due to vacancies. Many vacancies were due to employees leaving.

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed high school or the equivalent, most firms report completion of some college, but no degree, few firms report completion of an Associate or Bachelor degree.

### Work Experience and Training

Many employers usually require previous medical assistant or related work experience. Of the 15 firms responding, 9 months of experience was the average. Most employers will sometimes accept an average of 8 months training as a substitute for work experience. Employees are sometimes required to be certified as a medical assistants and have injection and/or phlebotomy certificates. Many firms seek basic computer and word processing skills, and some seek database skills.

## Skills

### Technical:

- Ability to complete and explain medical insurance forms
- Ability to transcribe medical records and reports
- Ability to administer an EKG test
- Ability to administer injections
- Ability to apply sterilization techniques
- Blood drawing skills
- Understanding of inventory techniques
- Ability to follow billing procedures
- Ability to use word processing software
- Possession of a Medical Assistant Certificate
- Telephone answering skills
- Ability to write effectively
- Knowledge of medical terminology
- Ability to type at least 45 WPM

### Personal:

- Ability to handle crisis situations
- Willingness to work with close supervision
- Ability to work independently

### Basic:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%

# Medical Assistants

## Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with many expecting growth.

**EDD Occupational Projections**  
**Size, 1995:** 139 (large)

## Recruitment Methods

	# of Firms
Employee Referrals:	9/15
Newspaper Ads:	14/15
Private Employment Agencies:	1/15
Hire Unsolicited Applicants:	4/15
In-house Promotion or Transfer:	5/15
Public School or Program Referral:	4/15
Private School Referrals:	1/15
Employment Development Department:	5/15
Union Hall Referrals:	0/15
Medical Society:	3/15

## Occupational Mobility

With further licensing and education, Medical Assistants can be promoted to higher paying medical occupations. Most employers surveyed off promotional opportunities, often to higher paying office and/or management positions or higher medical occupations with further licensing and education.

## Training Opportunities

**College of the Redwoods**  
Medical Assisting

**Humboldt Regional Occupational Program**  
Hospital Occupations, Medical Receptionist

## Where The Jobs Are

	SIC	Percent
Offices and Clinics of Medical Doctors	8011	71.5%
Local Government	9030	14.6%

## DOT Code(s) and Title(s)

079.362-010	Medical Assistant
079.364-010	Chiropractor Assistant

## Additional Information

**Unions:** All employees in survey are non-union

**Occupational Outlook Handbook:** p. 310

**CA Occupational Guide:** #52



# Nurse Aides

OES Code: 660080

13 Employers Responding/338 Jobs Represented

## Description of Occupation

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Please do not include Psychiatric Aides and Home Health Aides.

## Wages/Benefits

	Range	Median
New hires, no experience:	\$ 4.35 - 6.34	\$ 5.86
New hires, experienced:	\$ 5.00 - 7.00	\$ 6.23
3+ yrs experience with firm:	\$ 6.00 - 10.00	\$ 7.01

### Hours

Most employment is full time, averaging 39 hours per week. There are some part time positions, averaging 28 hours per week.

### Benefits Offered

	Full Time	Part Time
Medical Insurance:	10/11	7/11
Dental Insurance:	9/11	7/11
Vision Insurance:	5/11	5/11
Life Insurance:	8/11	6/11
Paid Sick Leave:	8/11	7/11
Paid Vacation:	10/11	7/11
Retirement Plan:	6/11	4/11
Child Care:	0/11	0/11

## Supply/Demand Assessment

Employer demand is somewhat greater than the supply of experienced and inexperienced applicants. Employers may have some difficulty finding qualified applicants at times. Last year, 256 positions were filled due to vacancies. Almost all vacancies were due to employees leaving.

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed high school or the equivalent, few firms report completion of some college, but no degree, and few firms report completion of less than high school.

### Work Experience and Training

Many employers usually require previous nurse aide or related work experience. Of the 10 firms reporting, 8 months of experience was the average. Many employers will sometimes accept an average of 6 months of training as a substitute for work experience. Most employers seek Certified Nursing Assistants. Some employers seek basic knowledge of medications, patient assessment, drug screen testing and CPR. Few employers seek word processing and spreadsheet skills.

## Skills

### Technical:

Ability to provide personal services to patients  
Record keeping skills  
Knowledge of orthopedic care  
Understanding of asepsis  
Ability to administer emergency first aid  
Ability to apply dressings and compresses  
Ability to apply transferring techniques moving patients  
Knowledge of surgical preparation procedures  
Post surgical care skills  
Ability to perform CPR  
Possession of Nurses Aid Certification

### Personal:

Ability to handle crisis situations  
Willingness to work with close supervision  
Ability to work independently

### Basic:

Basic math skills  
Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%

# Nurse Aides

## Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with many expecting growth.

### EDD Occupational Projections

**Size, 1995:** 361 (very large)

**Growth Rate, 1992-1999:** 1.30% (faster than average)

## Additional Information

**Unions:** All employees surveyed are non-union.

**Occupational Outlook Handbook:** p. 311

**CA Occupational Guide:** #442

## Recruitment Methods

	# of Firms
Employee Referrals:	6/13
Newspaper Ads:	11/13
Private Employment Agencies:	1/13
Hire Unsolicited Applicants:	4/13
In-house Promotion or Transfer:	3/13
Public School or Program Referral:	1/13
Private School Referrals:	1/13
Employment Development Department:	2/13
Union Hall Referrals:	0/13

## Occupational Mobility

Most employers surveyed offer promotional opportunities, often to lead aide, administrative, or counselor positions. Further education, training, and licensing may be needed.

## Where The Jobs Are

	SIC	Percent
General Medical and Surgical Hospital	8062	38.4%
Skilled Nursing Care Facilities	8051	35.5%
Nursing and Personal Care, NEC	8059	18.4%

## DOT Code(s) and Title(s)

355.674-014	Nurse Assistant
354.374-010	Nurse, Practical
354.377-010	Birth Attendant
354.677-010	First Aide Attendant
355.674-018	Orderly
355.674-026	Geriatric Nurse Assistant



# Office Clerks - General

OES Code: 553470

15 Employers Responding/264 Jobs Represented

## Description of Occupation

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation and filing. Please do not include workers whose duties are narrowly defined.

## Wages/Benefits

	Range	Median
<b>New hires, no experience:</b>	\$ 5.00 - 9.38	\$ 6.00
<b>New hires, experienced:</b>	\$ 5.75 - 14.97	\$ 6.28
<b>3+ yrs experience with firm:</b>	\$ 6.50 - 14.97	\$ 8.40

(Union wages are similar to the median wages)

### Hours

Most employment is full time, averaging 38 hours per week. There are some part time opportunities, averaging 19 hours per week.

### Benefits Offered

	Full Time	Part Time
<b>Medical Insurance:</b>	11/14	6/14
<b>Dental Insurance:</b>	7/14	4/14
<b>Vision Insurance:</b>	7/14	5/14
<b>Life Insurance:</b>	6/14	3/14
<b>Paid Sick Leave:</b>	13/14	10/14
<b>Paid Vacation:</b>	13/14	10/14
<b>Retirement Plan:</b>	8/14	6/14
<b>Child Care:</b>	1/14	2/14

## Supply/Demand Assessment

Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking. Last year, 23 positions were filled due to vacancies. Almost all vacancies were due to employees leaving.

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed high school or the equivalent, some firms report completion of some college, but no degree and a few firms report completion of a Bachelor degree.

### Work Experience and Training

There was a split between employers who sometimes, usually or always require previous clerical work experience. Of the 15 firms responding, 14 months of experience was the average. Most employers will sometimes accept an average of 8 months training as a substitute for work experience. All employers seek word processing skills, most seek spreadsheet skills, some seek database and desktop publishing skills as well as basic computer skills.

## Skills

### Technical:

Record keeping skills  
Alphabetic and numeric filing skills  
Ability to operate 10-key adding machine by touch  
Ability to operate a transcribing machine  
English grammar, spelling and punctuation skills  
Telephone answering skills  
Ability to write effectively  
Ability to type at least 45 WPM

### Personal:

Ability to perform routine, repetitive work  
Willingness to work with close supervision  
Public contact skills  
Ability to work independently

### Basic:

Basic math skills  
Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%



# Office Clerks - General

## Employment Trends/Size

Almost all employers expect employment levels to remain stable over the next three years, with few expecting growth and some expecting decline.

### EDD Occupational Projections

Size, 1995: 1430 (very large)

Growth Rate, 1992-1999: 0.90% (average)

## Recruitment Methods

	# of Firms
Employee Referrals:	4/15
Newspaper Ads:	10/15
Private Employment Agencies:	4/15
Hire Unsolicited Applicants:	3/15
In-house Promotion or Transfer:	9/15
Public School or Program Referral:	2/15
Private School Referrals:	0/15
Employment Development Department:	6/15
Union Hall Referrals:	0/15

## Occupational Mobility

Most employers surveyed offer promotional opportunities, often to higher level office or clerical positions.

## Training Opportunities

### College of the Redwoods

Word/Information Processor, CIS/Applications

### Eureka Adult School

Computer Operator/Business Applications (Beginning - Level II), Computer Operator/Introduction, Computer Operator/Software Applications, Typing/Keyboarding (Beginning - Intermediate), Typing Refresher

### Humboldt Regional Occupational Program

Computer Learning Centers

### Northern Humboldt Adult School

Computers-Introduction, Database/Spreadsheet/Excel, Windows Applications

## Where The Jobs Are

	SIC	Percent
Commercial Printing, Lithographic	2752	57.1%
Commercial Printing, NEC	2759	21.4%
Newspapers	2711	14.3%

## DOT Code(s) and Title(s)

209.562-010	Clerk, General
219.362-010	Administrative Clerk
219.362-026	Contract Clerk, Automobile

## Additional Information

**Unions:** Many employees are union members (45% of those surveyed), most are not (55%).

**Occupational Outlook Handbook:** p.263

**CA Occupational Guide:** #295, 21, 261



# Printing Press Machine Operators and Tenders

OES Code: 925430

8 Employers Responding/35 Jobs Represented

## Description of Occupation

Printing Press Machine Operators and Tenders operate or tend various types of printing machines, such as offset lithographic presses, letter or letterset presses, flexographic or gravure presses, to produce print on paper or other materials, such as plastic, cloth or rubber.

## Wages/Benefits

	Range	Median
New hires, no experience:	\$ 5.00 - 7.00	\$ 6.25
New hires, experienced:	\$ 7.00 - 11.08	\$ 8.50
3+ yrs experience with firm:	\$ 9.00 - 13.00	\$ 11.54

### Hours

Almost all employment is full time, averaging 40 hours per week. There are few part time opportunities, averaging 20 hours per week.

### Benefits Offered

	Full Time	Part Time
Medical Insurance:	7/7	0/7
Dental Insurance:	6/7	0/7
Vision Insurance:	2/7	0/7
Life Insurance:	5/7	0/7
Paid Sick Leave:	2/7	0/7
Paid Vacation:	7/7	0/7
Retirement Plan:	5/7	0/7
Child Care:	0/7	0/7

## Supply/Demand Assessment

Employer demand is somewhat greater than the supply of experienced, qualified applicants. Employers may have some difficulty finding experienced, qualified applicants at times. Last year, 5 positions were filled due to vacancies. Many vacancies were due to promotions, and most were due to employees leaving.

## Education/Training/Experience

### Education

All firms report most of their recent new hires have completed high school or the equivalent.

### Work Experience and Training

Most employers always require previous press operating experience. Of the 8 firms responding, 16 months of experience was the average. Most employers will sometimes accept and average of 27 months training as a substitute for work experience. Some employers seek basic computer skills.

## Skills

### Technical:

- Ability to use computer-controlled presses
- Ability to operate multicolor presses
- Ability to operate photographic printing equipment
- Ability to use printing inks
- Offset printing skills
- Custom black and white printing skills
- Custom color printing skills

### Physical:

- Possession of a good color perception
- Ability to stand continuously for 2 or more hours
- Ability to perform precision work

### Personal:

- Possession of mechanical aptitude
- Willingness to work with close supervision
- Public contact skills
- Ability to work independently
- Ability to work under pressure

### Basic:

- Basic math skills
- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%

# Printing Press Machine Operators and Tenders

## Employment Trends/Size

Almost all employers expect employment levels to remain stable over the next three years, with some expecting growth and some expecting decline.

### EDD Occupational Projections

**Size, 1995:** 10 (small)

**Growth Rate, 1992-1999:** 0.00% (remain stable)

## Recruitment Methods

	# of Firms
Employee Referrals:	6/8
Newspaper Ads:	7/8
Private Employment Agencies:	0/8
Hire Unsolicited Applicants:	3/8
In-house Promotion or Transfer:	3/8
Public School or Program Referral:	1/8
Private School Referrals:	0/8
Employment Development Department:	3/8
Union Hall Referrals:	0/8

## Occupational Mobility

Many employers offer promotional opportunities, often to supervisor positions. Most employers do not offer promotional opportunities.

## Training Opportunities

College of the Redwoods

Graphic Communications

## Where The Jobs Are

	SIC	Percent
Commercial Printing, Lithographic	2752	57.1%
Commercial Printing, NEC	2759	21.4%
Newspapers	2711	14.3%

## DOT Code(s) and Title(s)

(see Occupational Outlook Handbook page, 468)

## Additional Information

**Unions:** All employees in survey are non-union.

**Occupational Outlook Handbook:** p. 417

**CA Occupational Guide:** There is no guide available for this particular occupation.



# Salespersons - Retail

OES Code: 490112

16 Employers Responding, 312 Jobs Represented

## Description of Occupation

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as cashiers.

## Wages/Benefits

	Range	Median
<b>New hires, no experience:</b>	\$ 4.25 - 7.25	\$ 5.00
<b>New hires, experienced:</b>	\$ 4.75 - 7.50	\$ 5.50
<b>3+ yrs experience with firm:</b>	\$ 6.50 - 10.00	\$ 7.00

(Tip and commission data varied among these employers: 4 employers state commissions/tips are paid in addition to a base wage, and 1 employer reports paying straight commissions/tips, with no base wage.)

### Hours

Many employees work full time, averaging 40 hours per week. Many employees work part time, averaging 22 hours per week. Some employees are seasonal or temporary/on-call averaging 16 hours per week.

### Benefits Offered

	Full Time	Part Time
<b>Medical Insurance:</b>	12/13	2/13
<b>Dental Insurance:</b>	6/13	2/13
<b>Vision Insurance:</b>	3/13	1/13
<b>Life Insurance:</b>	9/13	1/13
<b>Paid Sick Leave:</b>	8/13	4/13
<b>Paid Vacation:</b>	13/13	4/13
<b>Retirement Plan:</b>	8/13	3/13
<b>Child Care:</b>	0/13	0/13

## Supply/Demand Assessment

Demand is somewhat greater than the supply of experienced and inexperienced qualified applicants. Employers may have some difficulty finding experienced and inexperienced applicants at times. Last year, 163 positions were filled due to vacancies. Almost all vacancies were due to employees leaving.

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed high school or the equivalent. Most firms report completion of some college, but no degree, and some firms report completion of an Associate degree.

### Work Experience and Training

Many employers usually or sometimes require previous retail sales or related work experience. Of the 14 firms reporting, 9 months of experience was the average. Almost all employers will sometimes accept an average of 5 months training as a substitute for work experience. Some employers seek basic computer, word processing and database skills.

## Skills

### Technical:

Ability to apply sales techniques  
Understanding of inventory techniques  
Ability to make change, operate a cash register  
Ability to write effectively

### Physical:

Ability to stand continuously for 2 or more hours  
Ability to lift at least 50 lbs. repeatedly

### Personal:

Good grooming skills  
Willingness to work with close supervision  
Customer service skills

### Basic:

Basic math skills  
Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

## Employment Trends

Many employers expect employment levels to remain stable over the next three years, with some expecting growth and some expecting decline.

### EDD Occupational Projections

**Size, 1995:** 1924 (very large)

**Growth Rate 1992-1999:** 1.8% (much faster than average)

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%

# Salespersons - Retail

## Recruitment Methods

	# of Firms
Employee Referrals:	11/16
Newspaper Ads:	10/16
Private Employment Agencies:	1/16
Hire Unsolicited Applicants:	11/16
In-house Promotion or Transfer:	4/16
Public School or Program Referral:	3/16
Private School Referrals:	0/16
Employment Development Department:	1/16
Union Hall Referrals:	0/16

## Additional Information

**Unions:** All employees in survey are non-union.

**Occupational Outlook Handbook:** p. 244

**CA Occupational Guide:** #237

## Occupational Mobility

Most employers surveyed offer promotional opportunities, generally to management positions.

## Training Opportunities

**Humboldt Regional Occupational Program**  
Marketing and Merchandising

## Where The Jobs Are

	SIC	Percent
Department Stores	5311	20.8%
Grocery Stores	5411	6.6%
Women's Clothing Stores	5621	6.0%

## DOT Code(s) and Title(s)

279.357-054	Salesperson, General Merchandise
290.477-014	Sales Clerk
290.477-018	Sales Clerk, Food
299.677-010	Sales Attendant



# Secretaries - General

OES Code: 551080

18 Employers Responding, 53 Jobs Represented

## Description of Occupation

Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Medical and Legal secretaries are not included.

## Wages/Benefits

<u>Non-Union Wages</u>	Range	Median
New hires, no experience:	\$ 5.00 - 10.36	\$ 6.00
New hires, experienced:	\$ 5.25 - 11.00	\$ 8.00
3+ yrs experience with firm:	\$ 6.00 - 12.20	\$ 8.91

### Union Wages

New hires, no experience:	\$ 7.81 - 9.13	\$ 8.99
New hires, experienced:	\$ 8.61 - 9.13	\$ 8.99
3+ yrs experience with firm:	\$ 8.61 - 10.53	\$ 10.06

### Hours

Almost all employment is full time, averaging 39 hours per week. There are some part time opportunities, averaging 18 hours per week.

### Benefits Offered

	Full Time	Part Time
Medical Insurance:	12/19	6/19
Dental Insurance:	10/19	6/19
Vision Insurance:	9/19	5/19
Life Insurance:	4/19	3/19
Paid Sick Leave:	13/19	11/19
Paid Vacation:	14/19	11/19
Retirement Plan:	8/19	4/19
Child Care:	1/19	1/19

## Supply/Demand Assessment

Worker supply is somewhat larger than demand for both experienced and inexperienced qualified applicants, and applicants may experience competition in job seeking.

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed high school or the equivalent, some firms report completion of some college, but no degree and few firms report completion of an Associate degree.

### Work Experience and Training

Most employers always require previous secretarial or clerical work experience. Of the 18 firms responding, 16 months of experience was the average. Many employers will sometimes accept an average of 6 months of training as a substitute for work experience. All employers seek word processing skills, many seek database skills, and some seek spreadsheet and desktop publishing skills as well as typing and phone skills. Also, some firms report traditional skills such as manual typing and shorthand are being replaced by computer skills.

## Skills

### Technical:

Alphabetic and numeric filing skills  
English, grammar, spelling and punctuation skills  
Ability to write effectively, proofreading skills  
Telephone answering skills  
Ability to maintain appointment calendar  
Ability to type at least 60 WPM, dictation 100 WPM  
Ability to use spreadsheet and word processing software  
Ability to operate a transcribing machine

### Personal:

Willingness to work with close supervision  
Ability to work independently

### Basic:

Basic math skills  
Ability to read and follow instructions  
Oral communication skills

## Employment Trends/Size

Almost all employers expect employment levels to remain stable over the next three years, with some expecting growth.

### EDD Occupational Projections

Size, 1995: 814 (very large)

Growth Rate, 1992-1999: 0.11% (slower than average)

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%

# Secretaries - General

## Recruitment Methods

	# of Firms
Employee Referrals:	6/18
Newspaper Ads:	15/18
Private Employment Agencies:	3/18
Hire Unsolicited Applicants:	4/18
In-house Promotion or Transfer:	7/18
Public School or Program Referral:	1/18
Private School Referrals:	0/18
Employment Development Department:	1/18
Union Hall Referrals:	0/18

## DOT Code(s) and Title(s)

201.362-030	Secretary
201.362-022	School Secretary
201.362-018	Membership Secretary
201.162-010	Social Secretary

## Additional Information

**Unions:** Some employees are union members (30% of those surveyed), most are not (70%).

**Occupational Outlook Handbook:** p.266

**CA Occupational Guide:** #128

## Occupational Mobility

Many employers surveyed offer promotional opportunities, often to senior, executive or administrative secretary.

## Training Opportunities

### College of the Redwoods

General Secretary, Word/Information Processor, CIS/  
Applications

### Eureka Adult School

Computer Operator/Business Applications (Beginning -  
Level II), Computer Operator/Introduction, Computer Operator/  
Software Applications, Typing/Keyboarding (Beginning -  
Intermediate), Typing Refresher

### Humboldt Regional Occupational Program

Computer Learning Centers

### Northern Humboldt Adult School

Computers-Introduction, Database/Spreadsheet/Excel,  
Windows Applications

## Where The Jobs Are

	SIC	Percent
Elementary and Secondary Schools	8211	13.7%
Local Government	9030	8.4%
Single Family Housing Construction	1521	5.5%
Colleges and Universities	8221	4.5%
Business Associations	8611	4.2%



# Stock Clerks - Stockroom, Warehouse, Storage Yard

OES Code: 580230

15 Employers Responding/152 Jobs Represented

## Description of Occupation

Stock Clerks receive, store, and issue materials, equipment and other items from stockrooms, warehouses or storage yards, and they keep records and compile stock reports. Please do not include Stockroom Laborers and workers whose primary duties involve shipping, weighing and checking.

## Wages/Benefits

	Range	Median
New hires, no experience:	\$ 4.25 - 13.12	\$ 5.10
New hires, experienced:	\$ 4.25 - 13.12	\$ 6.13
3+ yrs experience with firm:	\$ 5.00 - 14.58	\$ 8.50

(Unions pay at high end of range)

### Hours

Many employees work full time, averaging 39 hours per week. Many also work part time, averaging 18 hours per week.

### Benefits Offered

	Full Time	Part Time
Medical Insurance:	13/13	2/13
Dental Insurance:	11/13	2/13
Vision Insurance:	9/13	1/13
Life Insurance:	11/13	2/13
Paid Sick Leave:	8/13	4/13
Paid Vacation:	9/13	4/13
Retirement Plan:	9/13	5/13
Child Care:	0/13	0/13

## Supply/Demand Assessment

Demand is somewhat greater than the supply of experienced, qualified applicants. Employers may have some difficulty finding experienced, qualified applicants at times. Supply is somewhat greater than demand for inexperienced, qualified applicants, and inexperienced, qualified applicants may experience competition in job seeking. Last year, 62 positions were filled due to vacancies. Many vacancies were due to employees leaving.

## Education/Training/Experience

### Education

Almost all firms report most of their recent new hires have completed high school or the equivalent, and some firms report completion of some college, but no degree.

### Work Experience and Training

Some employers sometimes require previous stock clerk or related work experience. Of the 11 firms responding, 12 months of experience was the average. Most employers will sometimes accept an average of 6 months training as a substitute for work experience. Some employers seek word processing, database, spreadsheet and basic computer skills.

## Skills

### Technical:

Ability to operate a fork lift  
Record keeping skills  
Understanding inventory techniques  
Labeling skills  
Ability to stock shelves  
Bondable  
Possession of a valid Class B driver's license

### Physical:

Ability to lift at least 50lbs. repeatedly

### Personal:

Willingness to work with close supervision  
Public contact skills  
Ability to work independently

### Basic:

Ability to follow oral instructions  
Basic math skills  
Ability to read and follow instructions  
Ability to write legibly  
Oral communication skills

## Employment Trends/Size

Most employers expect employment levels to remain stable over the next three years, with some expecting growth.

### EDD Occupational Projections

Size, 1995: 174 (large)

Growth Rate, 1992-1999: 0.52% (slower than average)

**Key Terms:** Almost All: 75-99%, Most: 51-74%, Many: 35-50%, Some: 10-34%, Few: < 10%



# *Stock Clerks - Stockroom, Warehouse, Storage Yard*

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## **Recruitment Methods**

	<b># of Firms</b>
<b>Employee Referrals:</b>	7/14
<b>Newspaper Ads:</b>	7/14
<b>Private Employment Agencies:</b>	1/14
<b>Hire Unsolicited Applicants:</b>	7/14
<b>In-house Promotion or Transfer:</b>	7/14
<b>Public School or Program Referral:</b>	5/14
<b>Private School Referrals:</b>	0/14
<b>Employment Development Department:</b>	5/14
<b>Union Hall Referrals:</b>	0/14

## **Additional Information**

**Unions:** Some employees are union members (5% of those surveyed), almost all are not (95%).

**Occupational Outlook Handbook:** p. 273

**CA Occupational Guide:** #74

## **Occupational Mobility**

Almost all employers surveyed offer promotional opportunities, often to stock manager or salesfloor positions.

## **Training Opportunities**

**Humboldt Regional Occupational Program**

Marketing and Merchandising

## **Where The Jobs Are**

	<b>SIC</b>	<b>Percent</b>
General Medical and Surgical Hospital	8062	7.8%
Lumber and Other Building Materials	5211	7.3%
Grocery Stores	5411	6.7%

## **DOT Code(s) and Title(s)**

222.387-058	Stock Clerk
222.387-026	Inventory Clerk
222.587-054	Transformer Stock Clerk
339.687-010	Supply Clerk
219.387-030	Stock Control Clerk
249.367-058	Part, Order and Stock Clerk





# Survey Methodology

## Occupation Selection

Occupations for this study were selected by a steering committee composed of area employers, union representatives, educators and trainers in consultation with EDD and Humboldt County Private Industry Council.

The main criteria used in selecting occupations were:

1. Occupations were to have a substantial employment base in the county.
2. A majority of the occupations surveyed were to typically require two years or less of formal training.
3. Employees were to be able to obtain a potential wage of at least \$5.25 per hour with experience.

## Definition of Occupations

The method for classifying jobs used in this study is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). BLS uses the OES classification system nationwide to study staffing patterns within industries. Examples of occupational titles include: computer programmer, drafter, typist and baker.

## Employer Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation. Because employers from a variety of different industries may hire persons in any given occupation, every attempt has been made to draw an employer sample representative of the industries employing workers in each study occupation.

Industries are classified by the Standard Industrial Classification Manual. An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. There are nine major industry groups: agriculture, mining, construction, manufacturing, transportation, communications, wholesale and retail trade, finance and services. Every firm in the state is classified in one or more of these industry categories, according to the products they produce or services they provide.

LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each occupation studied. For example, a medical secretary would generally work for a firm classified in

(continued)

the health services category, whereas a typist may be scattered across several industries including health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed and employers were added and deleted, as appropriate, to obtain a sample of 30 employers for each occupation, whenever possible.

## Questionnaire Development

EDD developed the questionnaire used for this study. (See Sample Questionnaire, Appendix B)

## Survey Procedures

Employers selected for the sample were mailed questionnaires with a cover letter explaining the study and a postage paid return envelope. Returned questionnaires were checked by PIC staff for completeness and accuracy. Employers returning incomplete or potentially inaccurate questionnaires were contacted by phone for clarifying information.

Employers not responding to mailed questionnaires within a stated response time were contacted by phone and encouraged to return the questionnaires.

A fifty percent rate of return for complete and accurate questionnaires was set as an employer "response goal." In cases where questionnaires were refused or not returned in a reasonable amount of time, additional similar employers not in the original sample were identified and substituted.

## Tabulations and Results

Questionnaire responses were entered into a data base and tabulations were prepared. From these tabulations, the data was analyzed and the final Occupational Summaries (pages 4-41 of this report) were prepared. Information for specific employers is and will remain strictly confidential, with only summary results being published.

